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DTR 4783

22 NOV 1965

MEMORANDUM FOR: Deputy Director for Support**SUBJECT : Appointment of Career Trainees****REFERENCE : Memo for D/MS, D/Pers, D/S, DTR fr DDS, dtd 6 Nov 65
same subject**

1. This memorandum contains a recommendation for your approval. Such recommendation is contained in paragraph 4.

2. In response to the referenced memorandum, Attachment A defines the criteria and outlines the responsibilities of the Offices of Medical Services, Personnel, Security, and Training in step by step procedures under which provisional security clearances will be granted for entrance on duty of selected Career Trainees. Implementation of this program will not require additional personnel or space at this time. If you approve this recommendation, the Offices of Training and Personnel will collaborate in maintaining appropriate records as the basis for evaluating and reporting on the effectiveness of these procedures.

3. This proposal conforms to the guidelines which were contained in the referenced memorandum except that it does not limit the program to unmarried applicants. In the course of developing these procedures, it became evident that a program which excluded married candidates would be inadequate. During the first ten months of this year, only 36 percent of the Career Trainees that entered on duty were single. The percentage of unmarried Career Trainees will probably decrease as we continue to seek candidates with advanced academic degrees or who have had some practical work experience in addition to their academic training and who have fulfilled their military obligations. A high percentage of candidates with these qualifications will be married. We believe that married candidates can be accommodated within this program reasonably and without significant difficulty. As proposed, the limitations and conditions of provisional clearance employment will be discussed thoroughly and in detail with each candidate for such employment and the candidate will sign a memorandum acknowledging his understanding of these limitations and conditions (Attachment B).

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4. It is recommended that you approve the criteria and procedures outlined in Attachments A and B as the program for selecting those candidates who will be granted provisional security clearances for entering on duty as Career Trainees.

/s/ Emmett D. Echols

Emmett D. Echols
Director of Personnel

Attachments: A/S

CONCURRENCES:

25X1A

[Redacted Signature]

for **Director of Training**

23 NOV 1965

Date

25X1A

[Redacted Signature]

for **Director of Security**

22 NOV 1965

Date

SIGNED

JOHN R. THIETEN M.D.

23 NOV 1965

Date

Director of Medical Services

The recommendation in paragraph 4 is approved.

S/

Deputy Director for Support

4 DEC 1965

Date

Distribution:

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Note question on memo of understanding and comment on letter to recruiters.

RLB

h/w by RLB

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Approved For Release 2002/05/01 : CIA-RDP78-06096A000400100001-6

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**Criteria and Procedures for Employment of Selected Career Trainee
Candidates on a Provisional Clearance Basis**

SUMMARY

This paper outlines the criteria under which selected Career Trainee candidates will be employed on a Provisional Clearance basis, the conditions under which they will be employed, and the benefits to which they will be entitled. This paper also states the respective responsibilities of the Offices of Personnel, Training (CTP), Medical Services, and Security in determining the eligibility of a Career Trainee candidate for Provisional Clearance employment.

CRITERIA

A Career Trainee will be appointed with a Provisional Security Clearance only after the following criteria have been met:

- a. The candidate has met fully the qualification standards for employment as a Career Trainee.
- b. He is medically qualified for the Career Training Program including special training.

CONDITIONS

A Career Trainee who enters on duty with a Provisional Security Clearance will not have access to classified information, activities, or areas. He will be gainfully employed in appropriate unclassified activities such as language training, unclassified research projects, and other unclassified tasks. When Full Security Clearance is granted, the Trainee will be assigned to the normal activities of the Career Training Program. If the Office of Security advises that a Provisionally Employed Career Trainee does not meet the Agency's Security Standards, his employment will be terminated.

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BENEFITS

A Career Trainee with a Provisional Security Clearance will be entitled to the same benefits as are available to regular staff employees: regular salary, according to GS-grade; government and Agency insurance programs; annual, sick and other leave benefits; membership in the Agency Credit Union; and Civil Service Retirement. Credit Union officials will have final authority concerning Credit Union loans to Provisionally Cleared Career Trainees.

RESPONSIBILITIES

Offices of Personnel and Training (CTP)

The Offices of Personnel and Training (CTP) jointly will be responsible for:

- a. Determining that a Career Trainee candidate meets the qualification standards of the Program.
- b. Identifying those Career Trainee candidates who are eligible to be considered for Provisional Clearance employment and whose individual circumstances indicate that such employment arrangements are in the Agency's interest.
- c. Discussing in detail with each such candidate the limitations and conditions of Provisional Clearance employment. The decision to opt for such employment will be the candidate's. If he requests Provisional Clearance employment, he will execute a Memorandum of Understanding (Attachment B).
- d. Advising the Office of Medical Services and the Office of Security that the Career Trainee candidate is being processed for Provisional Clearance employment.

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e. Entering on duty and supervising the activities of Career Trainees with Provisional Security Clearances.

(1) The Office of Personnel Placement Team which supports CTP is responsible for this EOD processing which will include appropriate briefing, completion of appointment and other forms, administration of Oath of Office, and scheduling of appointments for insurance briefing and for language proficiency testing.

(2) On behalf of the Chief, Career Training Program, the CTP Personnel Unit will be the Career Trainee's point of contact for supervision and administrative management including the assignment of appropriate unclassified work projects. Provisionally Employed Career Trainees will be admitted to the CTP/Personnel Office on a visitor-badge basis.

f. Terminating a Provisionally Employed Career Trainee on advice by the Office of Security that he does not meet the Agency's security standards. In doing so, the Office of Personnel will adhere to the Agency policy of not informing the individual of the specific reason(s) for termination.

Office of Medical Services

The procedures for the medical evaluation of Career Trainee candidates being considered for Provisional Clearance employment will be the same as for other Career Trainee candidates. Therefore, the Office of Medical Services, upon receipt of Forms 579 and 259 from the Office of Personnel, will provide a pre-employment medical evaluation; will evaluate the candidate to determine his medical qualifications for CTP and special training; and will report its evaluation to the Chief, CTP.

Office of Security

The Office of Security will, upon receipt of Form 377 and supporting documents, evaluate the candidate for Invitee Clearance and for Provisional Clearance. When Provisional Clearance has been granted, the Office of Security will continue its investigation for Full Clearance.

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Applicant Review Panel

The Applicant Review Panel will participate as appropriate in the consideration of Career Trainee candidates for Provisional Clearance employment.

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